

## Ai Jantrania

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### WORK EXPERIENCE

#### **Executive Assistant • IMEX America**

March 2011 – November 2012

- Executive Assistant for the President
  - Translated both business and technical documents (weekly meeting minutes, reports, presentations, emails) into Japanese and English.
  - Prepared monthly performance presentation in Power Point.
  - Collected and organized necessary data from sales results, production reports, and financial reports into a spread sheet for analysis.
  - Arranged and coordinated meetings with international and domestic visitors including booking hotels, restaurants and transportation.
  - Provided administrative supports for the president - answering phone calls, maintaining schedule, coordinating travels.

#### **Translator / Interpreter • JAE Oregon**

August 2010 – February 2011

- Assistant to Japanese technician
  - Scheduled and coordinated meetings and training sessions.
  - Provided interpretation for technical instructions during training sessions.
- Translation Project
  - Translated both business and technical documents (presentations, manuals, engineering drawings) into Japanese and English.

#### **Translator / Interpreter • Miller Nash LLP**

December 2009 - Present

- Translated business documents for legal proceedings.
- Interpreted at the legal deposition providing accurate and smooth communication between prosecutor and defendant.

#### **Teacher's Assistant / Math and Accounting Tutor • Portland Community College**

October 2008 - June 2009

- Assisted accounting instructor.
- Tutored students in accounting and math.

#### **Administrator/ Secretary • Berlitz Japan**

May 2007 - February 2008

- Interacted with clients and handled their concerns and complaints.
- Communicated with employees in other branches for schedules and clients' information.

### EDUCATION

**University of Tokyo, Japan • BA in Liberal Arts & Sciences – Biofunctions**

**University of Illinois Urbana, IL • Study Abroad - Molecular Cellular Biology & Intercultural Communications**

**Portland Community College, OR • Business/Accounting**